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ABSTRACT

This document provides guidelines for administrators related to instructional technology and planning. Chapter 1 discusses planning, including developing a technology plan, facility assessment, e-rate planning, formation of a technology committee, budget planning, and hardware/software replacement plan and costs. Chapter 2 addresses implementation, including integrating technology into the curriculum, developing a World Wide Web site, parents as advocates and users, Internet usage policies and procedures, copyright and antipiracy policies, legal and ethical issues, and security. Chapter 3 covers funding, including how to develop proposals, developing business partnerships, federal funders, and private and corporate funders. Chapter 4 describes equitable instructional technology resources, including e-learning, distance learning, assistive technology, and teaching strategies. Chapter 5 discusses software, including selecting software for the classroom, teacher top picks, and software resources. Chapter 6 addresses staffing, including job descriptions and professional development. Chapter 7 covers assessment and accountability, including evaluating a technology program, technology assessment surveys, and technology standards for continuous student assessment. Appendices include a glossary and a list of resources for acceptable use policies, assessment and accountability, assistive technology, Web site accessibility, curriculum integration, distance education, funding, hardware suppliers, international collaboration on the Web, legal issues, professional development, school Web site design, technology planning and implementation, telementoring, virtual schools, and Web safety. (Includes an index.) (MES)

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